

ADMINISTRATIVE - INTERNAL USE ONLY

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11 October 1974

DDI-*File*-74

MEMORANDUM FOR: D/DCI/NIO

SUBJECT : Internal Dissemination of
Alert Memoranda

1. As we experiment with the new art form called the alert memoranda, I note that the distribution, directed by the responsible NIOs, varies quite a bit. The external dissemination seems to me to be proper, but I think that we need to standardize the dissemination within the Agency so that in the process of alerting policymaking echelons we do not fail to alert intelligence producers and collectors who would also be expected to take action. In terms of DDI requirements only, I would like to suggest the following dissemination to be standard for all alert memoranda:

- 1 - DDI
- 1 - D/OCI
- 1 - OCI/Area Division
- 1 - OCI/Indico
- 1 - D/OBGI
- 1 - D/OER
- 1 - D/OPR
- 1 - D/OSR
- 1 - D/CRS
- 1 - D/FBIS
- 1 - D/IAS
- 1 - C/CGAS
- 1 - Chairman, COMIREX
- 1 - C/CIA Operations Center

I don't know what the requirements of other Directorates would be, although I have been informed that the Chief, Operations Staff, DDO feels that he should be included in the internal distribution.

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2. I am attaching for your information a copy of a memorandum from the Chief, CIA Operations Center that contains some useful observations on alert memoranda procedures.



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PAUL V. WALSH
Acting Deputy Director
for Intelligence

Attachment

Acting DDI/PVWalsh/tb (10 Oct 74)

Distribution:

- Original & 1 - Addressee
- 1 - C/CIA Operations Center
- ① - DDI File
- 1 - DDI Chrono
- 1 - ADDI Chrono
- 1 - Hold for EWP

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